Send a Meeting Request

1. In Calendar, on the toolbar, click **New**.
2. On the **Appointment** toolbar, click **Invite Attendees**.
3. In the **Required** and **Optional** text boxes, type the names of the people you want to receive this meeting request. If necessary, type in the **Resources** box to specify a conference room or special equipment, such as an overhead projector.

   Tips You can also add names or distribution lists to your meeting request by clicking **Required** or **Optional**. This opens the **Find Names** dialog box, which allows you to search for a person in your organization's global address list or your Contacts folder. (However, you can't use the **Find Names** dialog box to search for distribution lists in your Contacts folder.) You can also click **Resources** to search for resources in your organization. After you locate a person in the **Find Names** dialog box, add the name to your meeting request by selecting the name and then clicking **Required** or **Optional** next to **Add recipient to**.

   To add a resolved name in the address boxes to your Contacts folder, right-click the name, and then click **Add To Contacts**.

   To delete a name from the address boxes, right-click the name, and then click **Remove**. Or, select the name and press DELETE.

4. To check the schedule of potential attendees, click the **Availability** tab. This ensures you're choosing a time when

everyone is free to attend your meeting. For more information, see Check the availability of attendees.

5. On the **Appointment** tab, the **Request Responses** check box is selected by default. If you don't want your meeting request recipients to send you their responses, clear this check box.
6. In the **Subject** text box, type the meeting's topic.
7. In the **Location** text box, type the location where you plan to hold the meeting.
8. In the **Start time** and **End time** lists, select the appropriate dates and times. If this meeting will occur on a regular basis, click **Recurrence** on the toolbar. For more information, see Create a recurring item.
9. In the **Show time as** list, select how you want your schedule to appear for the duration of the meeting. Your selection (**Busy**, **Free**, **Tentative**, or **Out of Office**) is what others see when they view your schedule and the schedules of all attendees.
10. Select the **Reminder** check box to be reminded about this meeting. This also reminds all recipients of the meeting request (provided they have reminders enabled on their calendars).
11. Type a message to accompany your meeting request in the message text area, and then click **Send**. A meeting request is sent to each invitee, and the new meeting is added to your schedule. Each person who receives your meeting request can accept, decline, or tentatively accept it.